

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHILDREN SYSTEM OF CARE
CHILD WELFARE DIVISION**

TRANSFER OPPORTUNITY



INTERMEDIATE TYPIST CLERK

The Child Welfare Division is seeking an enthusiastic, motivated, experienced individual to fill the position of Intermediate Typist Clerk to provide general clerical support for the Family and Child Index (FCI) Program, and for other administrative activities handled by the division. The ITC position will work with clinical staff to improve information sharing and assisting with mental health follow-up for children involved in the child welfare system. Candidates with excellent administrative, organizational, verbal and written communication skills are encouraged to apply.

EXAMPLE OF DUTIES:

- Provide phone coverage, answer inquiries in the DMH FCI in-box, and act as general clerical support for the Family and Child Index and electronic data system.
- Monitor supplies, generate Special Requests and update the tracking log for the Division.
- Monitor fax and network printers.
- Generate requests for repairs, such as voicemail activation and any needed repairs for the Division.
- Maintain inventory of keys for the file cabinets, overheads and drawers.
- Type and proof read reports, memos, letters, notices and other documents.
- Provide direct clerical support to the unit supervisor and other staff in the Child Welfare Division (faxes, photocopies, memos etc.)
- Collect and deliver correspondence, records and packages on regular messenger rounds and upon request.
- Special assignments, as needed.

DESIRABLE QUALIFICATIONS:

- Strong administrative and organizational skills.
- Ability to multi-task, prioritize multiple assignments and meet deadlines.
- Strong verbal and written communication skills.
- Ability to represent the Department well and communicate effectively with others in the public and private sectors.
- Skilled in working with MS Office, i.e., Word, Excel, PowerPoint, and Outlook.

Interested applicants who are currently holding the payroll title of ITC may submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Monday, May 4, 2012 to:**

**Elbiss Gerigourian
(213) 739-5465**

egerigourian@dmh.lacounty.gov

600 S. Commonwealth Ave., 6th floor, Los Angeles, CA 90005